

This document is to be returned to the City Clerk's Office at least one week in advance or as soon as possible prior to your event. Thank you for your help.

NON-REGULATED ACTIVITIES

PLEASE RETURN TO CITY CLERKS OFFICE
201 4TH ST. SE. ROCHESTER, MN. 55904

This information is collected in order to inform the City when special events or activities occur that do not require a City permit. This information is shared with various City departments in order to preserve and maintain the public's health, safety and welfare.

DATE OF APPLICATION: _____

NAME OF ORGANIZATION OR INDIVIDUAL: _____

TYPE OF EVENT: _____ EVENT DATE: _____

LOCATION OF SPECIAL EVENT: _____

TIME: _____ START: _____ FINISH: _____ TOTAL TIME: _____

OF PERSONS: _____

APPLICANT: _____ ADDRESS: _____

HOME PHONE NUMBER: _____ BUSINESS PHONE NUMBER: _____

CELL PHONE NUMBER: _____

EXTRA MANPOWER OR EQUIPMENT IF NEEDED: _____

If you are approved to block the street you will need to supply your own barricades by contacting one of the following suppliers:

Highway Technologies, Inc
3005 Valleyhigh Dr NW
Rochester, Mn. 55901
(Bus) 507 - 282-1105
(Cell) 507-208-1335
(Fax) 507-282-1130

Safety Signs
4612 8th St SW
Rochester, Mn. 55902
(Bus.) 507-254-9720
(Fax) 507-289-4612
rentalsigns.roch@yahoo.com

Copied to: (if applicable)

____ Police Department

____ Park Department

____ Fire Department

____ Public Works Department – Traffic

____ Public Works Department – Street Maintenance

USE OF STREETS AND BIKE PATHS

All organizations and individuals requesting permission to use city streets or bike paths throughout the city are being cautioned that they cannot use any type of permanent markings on the streets or bike paths to mark distances or their route. The person or persons requesting the use permit are responsible for removing any and all types of markings used.

GOVERNMENT CENTER:

Any bannering, picketing or protesting done must be done on the public sidewalks bordering 4th Street SE and 3rd Avenue SE. It is against Government Center policy to allow bannering, picketing or protesting on Government Center property.

RIGHTS OF SUBJECTS OF GOVERNMENT DATA NON-REGULATED ACTIVITIES

"TENNESSEN WARNING"

In accordance with the Minnesota government Data Practices Act, the City of Rochester is required to inform you of your rights as they pertain to the information collected about you. Public information is that information which is available to the general public. Private information is that information which is available to you, not to the public. Confidential information is that information which is not available to you or the public. The information we collect from you is either public or private. The separation of that information is as follows:

PUBLIC – Name and Address of the Applicant at the time of Application
(Note: after the application is approved, all information on the application becomes public.)

The information collected is to inform City departments of your activity in order to preserve and maintain the public's health, safety and welfare. If you do not supply the information, the City may not be able to provide those services.

The dissemination and use of the private data we collect is limited to that necessary for the administration and management activities. Persons or agencies with whom this information may be shared include:

City, County and State Personnel involved in determining what services may be needed for the activity and to those individuals to whom you give your express written permission.

Unless otherwise authorized by state statute or federal law, other government agencies utilizing the private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

The right to see and obtain copies of the data maintained on you.
The right to be told the contents and meaning of the data.
The right to contest the accuracy and completeness of the data.

To exercise these rights, contact the City Clerk, City Hall, 201 Fourth Street S.E., Rochester, Minnesota 55904.

.....
I have read and understand the above information regarding my rights as a subject of government data.

(signature of data subject)

(date)

White copy – City Clerk
Buff copy - Applicant

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